

Lac Courte Oreilles Ojibwe School
VACANCY: 2026-2027 school year

POSITION: F.A.C.E. PROGRAM COORDINATOR/ADULT EDUCATOR.

LOCATION: LAC COURTE OREILLES OJIBWE SCHOOL

DURATION: FULL-TIME (10 MONTH)

DUTIES AND RESPONSIBILITIES:

- Directly responsible to the School Superintendent.
- Directly supervises all program staff.
- Perform all Parent Educator functions.
- Plans, formulates, coordinates and implements all FACE program requirements, activities and staff.
- Prepares and submits the grant application.
- Responsible for the FACE accounting management that includes monitoring budget expenditures, budget revisions and inventory control.
- Serves as an advocate for the program.
- Provides periodic written documents and program reports.
- Works closely with the Federal Regional and National staff to ensure effective delivery of services.
- Travels to regional and national conferences, as funds allow.
- Assists in school wide events.
- Other duties as assigned.

QUALIFICATIONS:

- BA in education preferred.
- Applicants with a combination of AA Degree and equivalent experience in teaching, management and financial oversight may be considered.
- Knowledge of principles of management, administration, human development and the learning processes. Knowledge of the functions of social service grantee agencies.
- Knowledge of the principles, practices and objectives of early childhood education programs.
- Knowledge of budget preparation, control methods, and administrative analysis.
- Knowledge of pertinent federal, state, city and other necessary laws, rules and regulations and guidelines.
- Ability to write grants, letters, and plans.
- Ability to relate well to and coordinate with the people being served.
- Ability to solve problems, communicate effectively, gather and analyze data, make concise, accurate reports and recommendations.
- The Director must be an experienced administrator with an understanding of child development theories and practices.
- Must have expertise in fiscal and program management with at least three (3) years actual experience.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Native American preference in employment.

Please apply at: <https://wecan.waspa.org> and submit a letter of interest, LCO School job application form and credentials to:

Lac Courte Oreilles Ojibwe School
8575 N Trepania Rd.

CLOSING DATE: OPEN UNTIL

FILLED

Hayward, WI. 54843-2191

Preston.larson@lcoosk12.org

ATTN: Preston Larson-HR Director